



Where childhood thrives, war does not.

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| Position Title | Senior Manager, Programs |
| Start Date | As soon as possible |
| Location | War Child Canada Headquarters, Toronto |
| Reports to | Associate Director, International Programs Department |
| Background | War Child Canada is a registered Canadian charity based in Toronto that works with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice. War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local NGOs and other stakeholders using a child-centered approach. War Child Canada currently works in Afghanistan, Uganda, Sudan, South Sudan, the Democratic Republic of Congo, Iraq and Jordan. |
| Position summary | The Senior Manager, Programs is responsible for overseeing program implementation, including reporting, in all countries of operation as well as proposal development. The Senior Manager, Programs ensures both quality programming and program impact are achieved according to contractual requirements and best practices, including the fulfillment of all reporting requirements. |
| Responsibilities | <p><i>PROGRAM MANAGEMENT: 60% of time</i></p> <ul style="list-style-type: none"> ▪ Oversees program coordination and support to all international projects, in liaison with War Child Canada field and head office. ▪ Supervises and provides support as needed to the timely and accurate submission of high quality donor narrative reports in liaison with the International Programs Team at HQ and relevant field staff. ▪ Monitors and ensures deliverables are met according to project contractual requirements and agreements using results based management. ▪ Provides guidance and support in strengthening programmatic approaches, as needed, including advising on Minimum Standards (INEE, SPHERE, etc.) ▪ Contributes to the implementation of Country Strategic Plans and organizational strategy, monitoring progression and performance. ▪ Assists with the management of contracts, agreements and relationships with institutional donors, as required. ▪ Liaises with grant managers and the finance team on the development and monitoring of budgets and financial reporting. |

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| | <p>FUND DEVELOPMENT: 30% of time</p> <ul style="list-style-type: none"> ▪ Actively investigates new funding sources to support the implementation of Country Strategic Plans. ▪ Assists in the coordination, design, development of new projects and programs. ▪ Oversees the writing and editing of high quality funding applications for institutional donors and foundations. <hr/> <p>LEARNING AND KNOWLEDGE MANAGEMENT : 10% of time</p> <ul style="list-style-type: none"> ▪ Facilitates shared knowledge and learning between country programs and other departments within War Child Canada head office. ▪ Support War Child Canada staff and partners in improving learning and knowledge sharing mechanisms. ▪ Promote a culture of learning in the organization. |
| Qualifications | <p>Education:</p> <ul style="list-style-type: none"> • Masters degree in international development or related field. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum five years project management experience of complex emergency or early recovery programs, preferably conflict settings or insecure environments. • Proven and demonstrable experience in successful proposal writing with multiple donors including GAC, USAID, EC, and others. • Experience of capacity building in a complex international development environment. • Experience in budget development, management and oversight. • Experience of USAID funded projects and contracts (desirable). <p>Skills and knowledge:</p> <ul style="list-style-type: none"> • Excellent organizational skills with an ability to prioritize, work under pressure and manage multiple time-sensitive priorities. • Excellent writing and proof reading skills. • Demonstrable ability to analyze challenges and propose workable solutions. • Strong managerial and team building skills. • Technical skills in child-centered programming and/or one of War Child Canada’s programming sectors. • Computer proficiency including strong Excel skills. • Excellent spoken and written English. Arabic or French is an asset. <p>Competencies/Personal Qualities</p> <ul style="list-style-type: none"> ▪ Excellent interpersonal skills. ▪ Diplomacy and negotiation skills. ▪ Ability to work well with a team. ▪ Adaptability and flexibility. |
| Travel Required | Occasional field travel may be required |
| Application process | <p>Interested applicants are invited to send a curriculum vitae and an accompanying cover letter electronically to:</p> <p>Email: jobs@warchild.ca</p> |

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| | <p>Please ensure your application email has the subject heading of ‘Senior Manager Programs – [insert your name]’</p> <p>Only those applicants selected for an interview will be notified. No phone calls please. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada’s Child Protection Policy, including appropriate reference and security checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p> |
| Deadline | September 29, 2017 |